

# ACH Debit Payment Method Internet Instructions

**You must complete your tax reporting no later than 3:45 p.m. Central time the business day prior to payment due date. Please review all information in these instructions before placing your call.**

Step#	Website Page	Action	Additional Information
1	Access the website.	Enter the Web Address: <a href="http://www.govone.com/aldor">http://www.govone.com/aldor</a> in your browser.	The Internet access supports both popular web browsers: <ul style="list-style-type: none"><li>• Netscape Navigator 4.x or later</li><li>• Microsoft Internet Explorer 4.x or later</li></ul>
2	Log On page	Enter your Tax Id Number Enter your PIN Number <b>Click the 'Log On' button</b>	After you have successfully logged into the website using your Tax ID Number and PIN Number, you will be able to Make a Payment, Cancel a Payment, View Payment History and View FAQs. After three invalid password attempts you will be logged off. If you are logged off the system, you will not be allowed re-entry until you have been properly identified as a valid taxpayer. You must contact the Customer Service at 1-800-322-4106 option 7
3	Tax Type Option page	A list of the tax types that you are enrolled to pay is displayed.  <b>Click the Tax Type for which you want to make a payment.</b>	If you are enrolled to pay only one tax type you will bypass the Tax Option page and go directly to the Make a Payment Page.
4	Make a Payment page	Enter the Tax Period End Date. Format: MMDDYYYY  Enter the Payment Amount. Example: 1234.56  Enter the Verification Code. Format: 00	To calculate the verification code: <ol style="list-style-type: none"><li>1. Determine payment amount, example, 123.12</li><li>2. Add all of the digits, <math>1+2+3+1+2 = 9</math></li><li>3. Count the number of digits in your payment, 1,2,3,1,2 = 5</li><li>4. Add the results of steps 2 and 3 to get the 2-digit verification code.</li><li>5. This example: Step 2 result is 9 and Step 3 result is <math>5 \cdot 9 + 5 = 14</math>. The 2-digit verification code for this example amount of 123.12 is 14.</li></ol> <p><b>Note:</b> if the verification code is less than 10, enter a 0 in front of the single digit (8 is entered as 08). If the verification code is more than 2 digits (100 or more), enter only the last 2 digits (132 is entered as 32).</p>
		Enter the Tax Settlement Date. Format: MMDDYYYY.	Valid dates for this field are the next business day up to 30 days into the future.
		<b>After you have entered all of the payment information correctly, click the 'Continue' button</b>	

Step#	Website Page	Action	Additional Information
5	Confirm Payment Information page	The payment information that you entered on the 'Make a Payment Page' is re-displayed. Verify that the information you entered is correct.	If you need to make a correction to your payment information, you can select the 'Edit Payment' button to return to the Make a Payment page.
6	Payment Acknowledgement	<i>After you have verified the payment information on the Confirm Payment Information page, click the 'Submit Payment' button.</i>	The 'Reference Number' that is displayed on the Payment Acknowledgement page indicates that your tax payment was processed successfully.